



South Central NCCESA Fall Meeting
April 24, 2009
Harnett County
Lillington, North Carolina

The 2009 spring meeting of the South Central NCCESA was held at the Harnett County Cooperative Extension Center.

Susan Johnson, President, called the meeting to order. Since there have been several new secretaries to join our district, each person introduced themselves, including tidbits of personal information.

The group was led in the Pledge of Allegiance, followed by an inspirational presentation on age and life by Kim Gibson, 1st Vice-President. Kim reminded us of the different stages of life in a humorous but meaningful light.

Lisa Childers, Harnett County Director, welcomed attendees and encouraged us to visit staff there to learn about the various programs offered in Harnett County. Scott Sauer, brand new Harnett County Manager, also welcomed the group.

Susan Johnson recognized and welcomed two new secretaries in our district, Lisa Mauldin from Stanly County and Brandi Callicut from Montgomery County.

Susan Brame, South Central Administrative Secretary, offered comments from the South Central Administrative Office. Donald Cobb, South Central District Director, was unable to attend due to previous commitments. She announced that not only Donald would be retiring in June, she would be also. She expressed her appreciation for having the opportunity to work with everyone in the district. Susan also commented that compared to other University departments, Extension is in fairly good shape budget-wise. The three vacant District Extension Director positions will be advertised and interviewed all at the same time so that they can be filled as close to July 1st as possible. As far as her position being filled, she has no information at this time to share.

The group had fun playing “Secretary” bingo!

Sharon Williams introduced the guest speaker, Madeline Denise McLean of Bunnlevel, North Carolina. Ms. McLean’s program was excellent. The topic was “Eraser Tag” with a focus on “tending” to ourselves, which involves key elements including banishing guilt, being realistic in our expectations, getting physical exercise, cultivating a nurturing voice, accepting compliments, scheduling time just for ourselves to rejuvenate, cultivating a sense of humor, and practicing self-nurturing and self-respect.

Upon finishing the morning program session early, the Business Session was called to order by Susan Johnson.

Roll call was taken, with 31 secretaries present.

Anson – 2	Bladen – 0	Cabarrus - 2	Columbus – 0
Cumberland – 3	Harnett – 3	Hoke – 2	Lee – 2
Montgomery – 2	Moore – 2	Richmond – 2	Robeson – 3
Scotland – 2	Stanly – 2	Union - 3	District Secretary -1

A motion was made by Rhonda Gaster, seconded by Kay Morton, and unanimously carried to dispense with the reading of the minutes and to approve them as posted on the website.

Christine Barrier presented the Treasurer’s Report, which follows:

North Carolina Cooperative Extension Secretaries Association
 South Central District
Treasurer's Report
 April 24, 2009

Checking Account

Beginning Balance \$ 2,773.34

Deposits:

10/31/2008	Membership Dues	\$ 1,050.00
11/07/2008	Membership Dues	90.00
11/17/2008	Dividend Earned	3.62
12/03/2008	Membership Dues	30.00
12/10/2008	Dividend Earned	1.48
01/14/2009	Dividend Earned	2.23
02/11/2009	Dividend Earned	1.79
03/11/2009	Dividend Earned	1.78
04/15/2009	Dividend Earned	2.21

Deposits \$ 3,956.45

Withdrawals:

10/31/2008	NCCESA – Membership Dues	\$ 720.00
11/17/2008	SECU Foundation	1.00
11/18/2008	NCCESA – Membership Dues	60.00
11/24/2008	Linda Duncan – Benevolence	30.00
11/24/2008	Myra Johnson – Angie Priest Benevolence	30.00
12/03/2008	NCCESA – Membership Dues	20.00
12/10/2008	SECU Foundation	1.00
01/14/2009	SECU Foundation	1.00
02/11/2009	SECU Foundation	1.00
02/20/2009	NCCESA – Membership Dues	40.00
03/11/2009	SECU Foundation	1.00
03/25/2009	Harnett County ECA	100.00
04/15/2009	SECU Foundation	1.00

Withdrawals \$ 1,006.00

Total Balance \$2,950.45

Share Account

Beginning Balance \$ 156.81

Deposits:

11/17/2008	Interest Earned	\$.44
12/10/2008	Interest Earned	.17
01/14/2009	Interest Earned	.27
02/11/2009	Interest Earned	.20
03/11/2009	Interest Earned	.21
04/15/2009	Interest Earned	.27

Total Balance \$ 158.37

Money Market Account

Beginning Balance		\$ 4,283.15
Deposits:		
11/17/2008	Dividend Earned	\$ 21.12
12/10/2008	Dividend Earned	8.12
01/14/2009	Dividend Earned	12.40
02/11/2009	Dividend Earned	9.65
03/11/2009	Dividend Earned	8.53
04/15/2009	Dividend Earned	9.14
Total Balance		\$4,352.11

TOTAL CASH ON HAND: \$ 7,460.93

A motion was made by Chris Austin, seconded by Janet Mabry, and unanimously carried to approve the Treasurer's Report as presented.

Christine then presented the following 2008-2009 Proposed Balanced Budget:

NCCESA-SC District **2008 – 2009 PROPOSED BALANCED BUDGET**

Income:

SC District Membership Dues	\$ 1200.00
40 members @ \$30	
Fundraisers, i.e. raffle, silent auction, etc.	350.00
Transfer from Money Market Account	<u>425.00</u>
TOTAL	\$ 1975.00

Expense:

SC District Membership Dues to State	\$ 800.00
40 members @ \$20	
SC District Dues for New Members to State	60.00
3 members @ \$20	
SC District Educational Scholarship	200.00
District Officer Mileage	100.00
Secretary-Of-The-Year Plaque	50.00
Secretary-Of-The-Year monetary Gift	50.00
Members Benevolence	200.00
flowers, cards, etc. for illness, death, etc.	
Retirement Gifts	240.00
Host County Meeting Expenses - \$100 per county	200.00
Miscellaneous Expenses	<u>75.00</u>
postage, SECU Foundation, scrapbook supplies	
TOTAL	\$ 1975.00

The 2008-2009 Balanced Budget was unanimously approved as presented.

Standing committee reports were given. In an effort to save time, committee chairpersons met with committee members via email to prepare their reports.

Committee Reports

Membership – Rhonda Gaster, Chair – Lee County

The South Central District Secretaries Association currently has 41 active members and 17 retired members. Since our August meeting, we had three new secretaries join the South Central District; Brandi Callicutt of Montgomery County, Lisa Mauldin of Stanly County, and LaToya Lucy of Bladen County. Letters of welcome were mailed to the new secretaries. Two of our members retired: Betty Juhan from Montgomery County and Carolyn Hodges from Cumberland County. One of our association members, Devona Beard, took a job at Brickhaven with North Carolina Agricultural Foundation. Respectfully submitted, Rhonda Gaster, Chair – Lee County, Cindy Vann – Harnett County, Sherry Hall – Bladen County, Lula Shipman, Retired – Robeson County.

Finance Committee – Christine Barrier, Chair – Cabarrus County

See Treasurer's Report earlier in this document.

Public Relations – Dianne Scarboro, Chair – Hoke County

The committee would like to thank everyone that sent news and pictures for our January 2009 newsletter. Thanks also to Kay Morton for posting the newsletter to our website. We would like to ask that you send news and pictures for our June 2009 newsletter. Articles and pictures will be accepted at any time and may be sent to any committee member. Committee members are: Dianne Scarboro – Chairman, Angela Priest, Leeann Crump, Pam Layfield. Respectfully submitted, Dianne Scarboro, Public Relations Committee Chairman.

Scholarship – Cathy James, Chair – Hoke County

Scholarship information and applications were sent to Hoke County High School and Sandhills Community College. A news release was sent to the News Journal. The deadline for applying is May 1st. The recipient will be announced at the fall meeting. Cathy James, Chair

Reflections – Becky Lewis, Chair – Cabarrus County

No report.

Nominating Committee – Dana Braswell, Chair, Union County

The Nominating Committee met via e-mail on March 31, 2009. The officer nomination form has been updated. Thank you to Kay Morton for updating the form and our website. The Nominating Committee encourages each of you to think about serving as an officer for the South Central District. An e-mail will be sent out to all members closer to date for elections. New Officers will be installed at our fall meeting. Respectfully submitted, Dana Braswell, Nominating Committee Chair, Union; Kay Morton, Lee; Amanda Chavis, Scotland; and Jean Verhasselt, Cumberland.

Professional Improvement – Peggy Elliott, Chair - Cumberland County *(Report was provided by Ingrid Bell in the absence of Peggy Elliott.)*

The Professional Improvement Committee is to keep association members up to date with awards available to them with deadlines and criteria; workshops and trainings available; and any magazines, internet pages, etc., that would help in the education and time management of all members.

Effective 2008 the Herter O'Neal Scholarship became open state-wide. The Professional Improvement Committee chair is responsible for receiving the applications for this scholarship and getting them back to the state second vice-president by April 1st. We would like to encourage you to apply for this scholarship if you are currently enrolled in college. Please go to our state homepage to read about this scholarship if you are interested.

Last year, Vicki Pettit asked for input on the state Secretary Awards of Excellence. Carol Horne, state president, asked the state Professional Improvement Committee chair, Gwen Hernandez, to serve as Ad Hoc Committee to work with Vicki on this issue. Some of the district chairs of the Professional Improvement Committees met via Elluminate Live with Gwen on March 19th and made suggestions to the Secretary Awards of Excellence. The results were submitted to Vicki Pettit and we should be hearing something as to changes, if any will be made, to the Secretary Awards of Excellence.

The Professional Improvement Committee would like to encourage all of you to take advantage of the online Elluminate Live classes. The Committee chair attended the Extension in the Connect Age Virtual IT Conference on Tuesday, March 24th and it was very informative. Some of the classes that were taught during the Virtual IT Conference will be taught in separate segments via Elluminate Live. We would encourage you to take the introduction to Elluminate Live class before taking any of the Elluminate online classes. Please go to IT Resources in Intranet. Respectfully submitted by, Peggy Elliott, Chair; Ingrid Bell; Ann Pridgen; LaToya Lucy; and Linda Shaw.

Rules and By-Laws – Chris Austin, Chair – Union County

The following proposed changes to the Rules and By-Laws are found on the NCCESA website, which provide members an opportunity to vote, as well.

NCCESA Constitution and Bylaws

Article II - Purpose and Objectives

Section 1:

- The primary purpose of the Association is to establish and maintain a structure through which members may be united in a professional development and improvement effort for the benefit of themselves and **the (REMOVE the) North Carolina Cooperative Extension Service (REMOVE Service).**

Section 2:

The objectives of this Association shall be as follows:

- First, and most important, we shall strive to always perform our duties with conscientious dignity to help make **the (REMOVE the) North Carolina Cooperative Extension Service (REMOVE Service) the best Extension Organization (ADD Extension Organization)** in the nation.
- To be recognized in our profession as professionals.
- To request State Administration to provide opportunities for professional improvement.
- To exert much effort to have County Extension Secretaries classified under one unified system.
- To invite district and state personnel to meet with us with suggestions, information, answers to pertinent questions, etc., so that we will always stay abreast of the latest in Extension.
- To continue our aim to avail the general public with the many services offered by **the (REMOVE the) North Carolina Cooperative Extension Service (REMOVE Service).**
- To improve working relationships and communications between **agents and secretaries (CHANGE TO secretaries and their co-workers)** in regard to planning time and work.

Article IV – Membership

Section 5:

- Honorary membership may be bestowed upon a member/nonmember in recognition of outstanding service to the Association. Recommendation in writing shall be made to the **Board of Directors (CHANGE TO Chair of the Membership Committee). (ADD The Chair of the Membership Committee will present recommendations to)** the Board of Directors, **(ADD who)** after two-thirds vote, shall recommend the candidate to the Association at an annual meeting. A majority vote of the members assembled shall be required to confer the honor. An Honorary Member shall pay no dues except where he/she is an Active or Associate Member.

NCCESA Standing Committees and Guidelines for Committees

Each State Committee is composed of District Chairs of said committees. The President appoints the chair of each committee from the committee membership. Committee meetings are called by each chair at her (his) discretion.

The Standing Committees of this Association and their functions are listed as follows:

1. MEMBERSHIP

◦This committee is responsible for contacting non-members and encouraging them to join the Association. Committee members are responsible for sending cards of welcome to each new member.

CHANGE ABOVE TO READ –

◦This committee is responsible for contacting non-members and encouraging them to join the Association. **The Chair of this committee is responsible for receipt of honorary membership forms. Recommendations for Honorary Membership are then presented by the Chair to the Board of Directors for a vote on the acceptance of candidates. The Chair will also present recommendations as approved by the Board of Directors to the membership for approval at the annual meeting.** (ADD) Committee members are responsible for sending cards of welcome to each new member.

Awards – Janet Mabry, Chair – Stanly County

This district committee was established to encourage district members to provide nominations for awards that are available to members. Opportunities for recognition may include awards presented on a district, state and university level. We are not sure what will happen to our “I Got Caught” award on the district level with both our District Extension Director and Administrative Assistant retiring, but it is currently still available as far as I know, and anyone in our district can be nominated for this award.

To review current award opportunities, visit the association website:

<http://www.ces.ncsu.edu/assn/nccesa/>

Remember, this committee is available to assist you in nominating a worthy co-worker or yourself for awards. Recognition for “a job well done” helps everyone involved! Report submitted by: Janet Mabry, Chairman, Committee Members: Lisa Mauldin, Aletha Mebane, Brandi Callicutt, Cathy Fields.

In response to the report, Susan Brame commented that the “I Got Caught” award will probably be suspended.

Secretary of the Year – Susan Johnson, Chair – Cumberland County

Information concerning the submission of Secretary of the Year will be sent in early May to each secretary. We encourage you to begin considering someone for nomination. Each and every secretary in the South Central District is worthy. Deadline for submission of applications will be July 1. The 2009 Secretary of the Year will be announced at the fall meeting.

You may familiarize yourself with the guidelines and application on the Association website:

<http://www.ces.ncsu.edu/assn/nccesa-sc/>

The link to access the information is located on the South Central District home page. Respectfully submitted: Susan Johnson, Committee Chair

Federation Report – Christine Barrier – Cabarrus County

NCCESA continues to be actively involved with Federation...

Federation Forum & Board Meetings

2008 Federation Forum scheduled to be held in Coltrane Hall on NCA&T Campus, Friday, December 12th was cancelled due to travel constraints. The 2009 Officers placed in nomination at the November 6, 2008 Board Meeting assumed responsibilities on January 1st. The 2nd ‘Leadership & Service Recognition’ Award was presented to Vicki Pettit via telephone after a special delivery to her office (the certificate and gift card). Administrative replies to questions submitted by our co-workers, along with a ‘**Report Card**’ of the benefits of Federation are accessible on the webpage.

The first Board of Directors Meeting was held on Friday, March 27th via Elluminate. President Janine Rywak (Anson County) led the board through a very productive meeting to include remarks from Dr. Jon Ort and reports from Board Officers and District Presidents. Discussion was held regarding the 2009 Forum; final decision was to hold a Forum of some type with arrangements being made after each association has had an opportunity to make recommendations through their state president.

The Fall Board Meeting will be held on Tuesday, October 6th via Elluminate.

As this is my final leg of the 3-year commitment as NCCESA representative to Federation, the 2010 Web Master position will need to be filled by our association. Anyone interested in serving as the Web Master should contact Carol Horne, NCCESA State President, as soon as possible.

Horn Of Plenty

August 28, 2009 – Hickory (Catawba County)
Fred Miller, CED

Presently, NCCESA is to provide and service Ice Tea, Lemonade, and Ice Water. NCCESA is the only association sponsoring in-kind donations to HOP, along with the requested \$100 donation. Federation President is the representative for all associations on the Horn of Plenty Planning Committee, and will notify the state presidents of their responsibilities for this event. Christine C. Barrier (Cabarrus County), 2009 NCFCEA Immediate Past President, NCCESA Federation Representative 2007-2009

Susan Johnson reminded us that 100% County paid staff are Federation members, but they are not members of Staff Senate.

Lunch and Fashion Show

Ruth Ann Pope presented the invocation prior to a delicious lunch, which was catered by Jennifer S. Walker, Retired County Extension Director. During lunch, Wanda Hardison served as Mistress of Ceremonies for a delightful Spring Fashion Show. Several chic staff members, along with Ingrid Bell's darling daughter, modeled the latest spring fashions.

Old Business

Southern Regional Extension and Research Support Staff Association – Kay Morton, 2nd Vice President

The dates of November 12 – 14, 2008 will forever live in the minds and hearts of the Extension secretaries who gathered in Nashville, Tennessee, for the first Southern Regional Extension and Research Support Staff Association Conference. The idea of a regional association was just a dream many years ago and has now become part of our associations' history through the determination and hard work of many NC Extension Secretaries!

Seven states were represented in Nashville, which included North Carolina, Mississippi, Louisiana, Alabama, Ohio, South Carolina, and Kentucky. North Carolina was represented by thirty attendees, twelve of whom were from our own South Central District.

The conference began with a hospitality room (refreshments provided by Mississippi Extension Secretaries) where much networking went on, introductions were made and new friendships were forged.

Several wonderful workshops were given during the conference by some great North Carolina Extension folks. Dr. Wanda Sykes, District Extension Director of the Northeast District, presented "Customer Service...It's An Attitude". A positive attitude is key in motivating ourselves and everyone else in the Extension organization. Dr. Sykes gave us resources to help our motivation and attitude and her quote, "Motivation is like a fire—unless you add fuel, it goes out" is so true. Deborah G. Bost, Cabarrus County Extension Director, presented "Generation Gumbo", which explained the difference between generations and their quirky ways, as well as tips on how to understand and get along with each other if you have several different generations in the same office (which I'm sure we all have experienced!). And then there was Minnie Mitchell, Cabarrus County Community and Rural Development Agent. She presented "Has Casual Friday Gone Too Far?" and hilariously set us all in our place about what we should and should not wear to the office.

Dr. Debra Davis, Professor, Organizational Development and Evaluation with LSU Ag Center, was our keynote speaker at the banquet. Dr. Davis presented "It's All About Me" in which she told us about her climb from an Extension Secretary to where she is today. It took guts, hard work and sacrifices for her to complete her education, and anyone can do it as long as they are determined and set their mind to it. Dr. Joe Zublena, Associate Director and Director of County Operations, attended the banquet and stressed how proud he was of North Carolina Extension Secretaries taking the lead in creating this regional association.

For the history buffs, the tour "Step Back into History" was offered for Extension Secretaries to explore "The Hermitage", home of our seventh president, Andrew Jackson, as well as tour Belle Meade Mansion, built in the 1800's. Belle Meade was world-renowned as a thoroughbred stud farm in the nineteenth century. Many of us were able to attend the Grand Ole Opry for a fun evening of country music. Everyone enjoyed a dinner cruise on the General Jackson where "Tina Turner, "Elvis", and "Elton John" entertained us with song and dance.

Donna Fulp, SRERSSA president, presided over the business session in Nashville. She was elected as president along with Mary Baronet of Louisiana, vice president; Tammy Morton of South Carolina, recording secretary; Glenda Jenkins of Mississippi, Membership Secretary; Gloria Collett of West Virginia, Treasurer; and Tracy E. Brown of North Carolina, Webmaster, at the July 13, 2008 organizational meeting in North Carolina. Christine Barrier of North Carolina was asked to be Parliamentarian. Dr. Mitch Owen, Director, Personal and Organizational Development, facilitated SRERSSA's organizational meeting and was on hand during the business session to help out if needed and share this accomplishment with us. Minutes from the organizational meeting were approved. By-Laws and Standard Operating Procedures for SRERSSA were adopted. These may be viewed on the SRERSSA website. Officers were elected and installed for 2008-2009. They are: Mary Baronet of Louisiana, president; Glenda Jenkins of Mississippi, vice-president; Tammy Morton of South Carolina, recording secretary; Sally Tanner of Kentucky, membership secretary; Donna Fulp and Ann Dolton of North Carolina, treasurers; Donna Fulp of North Carolina, advisor; and Tracy Brown of North Carolina, webmaster.

Mary Baronet from Louisiana, Sally Tanner from Kentucky, and Kathy Mohler from Ohio presented a PowerPoint presentation on Chi Epsilon Sigma (CES). Ohio, Louisiana, Arkansas, Kentucky, and West Virginia are part of this organization. These states would like for SRERSSA to become a part of Chi Epsilon Sigma and unite as "one voice." They are not in competition with SRERSSA but "strive to collaborate and gather under one name for consistency and organizational strength." Their presentation was presented from the standpoint of all of us becoming one national organization and Chi Epsilon Sigma could be a possibility of putting everyone under one umbrella. This subject will be re-examined at a later time. Please check the website for minutes from this meeting.

Pictures were taken, new friendships formed, e-mail addresses exchanged, cell phone numbers entered, and the rest is history. SRERSSA is a dream no more, it is reality.

BUT...due to the ECONOMY (which everyone of us is being affected by in one way or another) as well as travel restrictions and survey results, the 2008-2009 SRERSSA officers decided to cancel the 2009 SRERSSA Conference which was scheduled to be held in Louisiana. They have frozen officer positions, meaning the same officers will serve during the 2009-2010 year. Mary Baronet, SRERSSA president, will keep us updated through the SRERSSA website. Respectfully submitted, Kay Morton, 2nd vice-president.

New Business

Community Service Project

A discussion was held concerning our district association providing a community service project, i.e., bringing a canned food item to the County hosting a meeting for its local food bank. A motion was made by Chris Austin, seconded by Kim Gibson, and unanimously carried to form a committee that will decide each year a community service project in which the district members can participate.

2009 State Meeting Status

Susan Brame reported that as host of the 2009 State Meeting and with current budget and travel restrictions, campus chapter members had to decide very quickly not to hold the annual meeting this year. A contract was signed with the hotel in Raleigh in 2007, which committed the association to a monetary obligation. If cancelled the percentage of total cost would increase the closer to the time of the scheduled event. At the time the cancellation was made, we were in the lowest penalty charge timeframe, so it was imperative to take action at twenty five percent of the cost before the percentage increased. Currently, we owe \$9000, but if any events are scheduled by another agency for the time that we had booked for the conference, the hotel will adjust the amount accordingly. There is currently \$4000 in the campus chapter funds to pay towards the \$9000 balance, with an additional \$1500 coming from our State Association that is typically paid each year for the conference, leaving a balance of \$4500, all of which is due September 2009. Concerns of totally emptying the campus chapter's funds should be

considered before committing to all of its \$4000; the Association should also participate in paying this obligation.

In lieu of a State meeting this year, the Executive Board will discuss via Elluminate how to handle awards and service recognition, as well as the \$9000 debt.

Announcements/Concerns

Other matters of concern for counties in general include the fact that it is hard during these economic times to get sponsorships for our district and state association meetings. It might be helpful if a registration fee was required to help defray the cost of lunch.

Dana Braswell of Union County announced that Richard Melton, formerly a Livestock Agent in Anson County, is the new Union County Extension Director.

Invitation to 2009 Fall District Meeting

Hoke County extended an invitation to the 2009 Fall District Meeting. Details about a date, time and place will be provided later.

Half and Half drawing was won by Chris Austin of Union County.

Fabulous door prizes were presented to all.

Adjournment

After thanking Harnett County for a gracious and well-planned meeting, Susan Johnson declared the meeting adjourned.